

Return all requested documents to:
Homebound Child-Placing Agency
Attention: Torshia Watson
P.O. Box 1311 Wylie, Texas 75098-1311
FAX: 214-550-8810
<http://www.homeboundcpa.com> Email: Torshia@HomeboundCPA.com

All Foster / Adoptive Parent Applicants must complete the following prior to Becoming a Licensed Homebound Parent

1. Please completely fill out your foster parent applications, if you have any questions please call the Homebound Foster / Adoptive Home Developer at (214) 550-8810.
 - Please include the enclosed list of any grown children with complete addresses if applicable and return with your application.
 - Please mail a copy of a valid driver's license on everyone within the home that is able to drive.
 - Please mail a copy of a valid social security card on each applicant.
 - Please send all this information and your criminal history request to

Homebound Child-Placing Agency
P.O. BOX 1311
Wylie, Texas 75098

2. Completely fill out the Request for Criminal History and Central Registry Check and please write your Texas Driver's license Number on the form.
3. All adults (18 and older) must get their finger prints taken and a background check. You must set up the appointment to be fingerprinted two days after the Criminal History request is turned in. For finger print appointment please call Identix at 1-888-467-2080 or go to <http://www.identix.com>
4. A T.B. test must be completed on every member of your household. You may go to the local health department for this, your general practitioner, or some pharmacies do complete T.B. test. If you or a member of you family tests positive for T.B., you will need to go through your general practitioner and follow what they tell you to do. We must have documentation that states that you are not a health risk to anyone and that you tested positive but are no longer contagious from either your General Practitioner or The State of Texas Health Department. You must have this completed and turned in to Homebound before you will be allowed to complete your training hours. This is at your expense.
5. You must complete the following inspections, in any order, but they must be completed before we will complete a home study on your home, which is the final step.
 - A fire inspection of your home. If you live within city limits of a town you need to call your local fire department. Generally, this seems to take about 2 weeks, but it is up to the Fire Department and you. You must follow what they tell you to do.
 - An Environmental Health Inspection completed on your home. You will need to call your local health department. It normally takes about 2 weeks and it is done on their time.
 - Water checks: If you live in the city you are exempt from these checks. If you have well water you must have your water checked. To do this you go to your local health department and tell them you need their water testing bottles. You must gain a sample of your well water and return it to the health department for them to check your water. Mail the results to Homebound Foster Home Developer.

(These will be required every year in the same month that the original was completed.)**

- If you want to be considered for a foster group home, which is eight or more children, including your own, and you have gas lines to anything in your home you must have gas inspections. You will have to have a plumber come out and inspect the lines. The lines must be inspected annually. This is for group homes only.
- You must complete a floor plan of your home with the dimensions of each room. Measure around the outside of closets in rooms. Also, please indicate which room(s) will be for the foster home.

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- If you have animals we need a copy of their shot records, and after being hired you must get their shots done yearly in the same month that the last ones were completed and mail a copy to us. If you do not have pets you need not worry about this.
 - All foster parent applicants must complete First Aid and CPR for Adult, Child and Infant. After you are hired as a foster parent you must complete CPR and First Aid annually in the same calendar month that you did when you first started. These hours do not count towards your annual training hours. This is at your expense.
 - We need a copy of marriage certificates for any and all marriages that you have had. We need a copy of your divorce decree, if applicable. If it is really long, we only need the first pages and last page of signatures.
 - You need to complete a budget for us. This consists of writing down any income that you receive monthly or annually and where it comes from, and also what expenses you have on either a monthly or yearly basis. For example, what you spend on groceries, electricity, and water every month.
 - Homebound needs copies of the following:
 - The following are things that you must have to become a Foster Home:
 - A Copy of your car insurance on all vehicles that you will be transporting foster children in. A copy of your insurance card will do fine.
 - A copy of your Home Owner's Insurance or Renter's Insurance.
 - Any health insurance that you may have.
 - Any life insurance that you may have.
 - A copy of your High School Diploma or GED, and any college transcripts that you may have. If you do not have a High School Diploma or GED please contact Homebound Foster Home Developer.
6. After you have done all the above, your criminal history has passed, you have your T.B. etc. Homebound will complete the following items along with you;
- You will be required to complete 40 hours of training at Homebound's office. This will help you become more aware of the children that you will be working with as well as behaviors that they may exhibit. They can be completed at your own pace. After you are hired as a Foster parent you will be required to have 50 hours annually of training for single parent homes. All other homes will be required to have 30 hours annually for each parent in the home. When you are hired on you have one year to the date to complete your additional training hours. Homebound tries to provide you with training opportunities throughout the year.
 - Homebound will provide medication and restraint training and you will be tested over it. This does not count towards your initial shelter training but does count toward your annual training requirement.
 - Homebound will have you complete Orientation Training. Homebound will explain our policies and procedures, our written agreement, the Foster parent Handbook, and the Minimum Standards that the State of Texas Regulates. You will be asked to read our manuals, date and sign, and we will provide you with a copy for your records.
 - Homebound's Foster Home Developer will complete an in-home study as the last step before your certification. We will set this up with you after everything above is completed. At the time of your home study, Homebound Foster Home Developer will also train you on our paperwork and answer any question you have.

Please feel free to call the Homebound Foster Home Developer at any time with any questions that you may have. Also, if you are having difficulty please call and we will try to help you in any way that we can. The application process can go as quickly or as slow as you would like, it is up to you. We look forward to working with you in the future.

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Homebound Child-Placing Agency
FOSTER – FOSTER/ADOPT PARENT APPLICATION

IMPORTANT: Please do not return until ALL questions have been answered, and please make answers as complete as possible. If application is incomplete, it will be returned for you to complete it. Thanks!

1. Personal Information

First Name: _____ Middle: _____ Last: _____ Sex: Male Female
Age: ____ Date of Birth: _____ List Other Names Ever Used (maiden, marital, etc.) _____
Address: _____ City _____ State _____ Zip _____
County: _____
Home Phone: (____) _____ Work Phone: (____) _____
Drivers License Number: _____ Social Security Number: _____ - _____ - _____
Email Address: _____
List all other cities in Texas where there has been residency _____
Race/ethnicity: (Circle one) White Black Hispanic Other: (Please specify) _____
Place of Employment: _____
Address _____
Current Occupation: _____

2. Personal Information (Spouse)

First Name: _____ Middle: _____ Last: _____ Sex: Male Female
Age: ____ Date of Birth: _____ List Other Names Ever Used (maiden, marital, etc.) _____
Address: _____ City _____ State _____ Zip _____
Home Phone: (____) _____ Work Phone: (____) _____
Drivers License Number: _____ Social Security Number: _____ - _____ - _____
Email Address: _____
List all other cities in Texas where there has been residency _____
Race/ethnicity: (Circle one) White Black Hispanic Other: (Please specify) _____
Place of Employment: _____
Address _____
Current Occupation: _____

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3. References. (We must have name, full address, and zip code in order to send out reference letters.)

Church (Pastor, Church staff, Small Group Leader, Sunday School Teacher, etc)

Name of person to contact _____ Their Position at Church _____
Name of Church _____
How long have they known you? _____ Phone #: _____
Address _____ City _____ State _____ Zip _____

Non-Relative References (Must have known you a minimum of 2 years)

Single applicants complete all 3. Married applicants must provide 3 that have known you as a couple and one each that know you individually.

Name _____ Phone #: _____
Address _____
City _____ State _____ Zip _____ How Long Known _____

Name _____ Phone #: _____
Address _____
City _____ State _____ Zip _____ How Long Known _____

Name _____ Phone #: _____
Address _____
City _____ State _____ Zip _____ How Long Known _____

Non-Relative Reference for Husband

Name _____ Phone #: _____
Address _____
City _____ State _____ Zip _____ How Long Known _____

Non-Relative Reference for Wife

Name _____ Phone #: _____
Address _____
City _____ State _____ Zip _____ How Long Known _____

4. Marital History

(Circle all that apply) •married •never married •divorced •separated
 •Widowed •engaged •common law

Please list: Total number of marriages for each applicant. Include date marriage started and ended for current and any subsequent marriages and the reason for ending of marriage.

Single applicant: _____

Wife: _____

Husband: _____

Current Marriage (if applicable)

How long had you known one another prior to your marriage? _____

In what areas are you most compatible? _____

5. Motivation and Childcare Experience.

Why do you want to become a foster parent? _____

If married, are both parties equally interested in fostering? _____ Explain: _____

What is your experience working with children? _____

List strengths when working with children: _____

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Have you ever been a foster parent for Homebound? _____ If yes, when and reasons for leaving: _____

Have you been a foster parent for any other agency? _____ If yes, list:

Agency Name(s): _____ Dates: _____

Address: _____ Phone #: _____

Reason for Leaving: _____

Can we contact them for evaluation? _____ Supervisor's Name: _____

6. Family and Children

List children living in your home:

| Name | Age | Sex | Relationship | Social Security # | Drivers License # |
|------|-----|-----|--------------|-------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | | |

List children not living with you:

| Name | Age | Sex | Relationship |
|------|-----|-----|--------------|
| | | | |
| | | | |
| | | | |

List any other adults (anyone over 18) living in your home:

| Name | Age | Sex | Relationship | Social Security # | Drivers License # |
|------|-----|-----|--------------|-------------------|-------------------|
| | | | | | |
| | | | | | |

Do any of your children have any special needs? _____ if yes, explain: _____

Do any of your children have any behavioral problems? _____ if yes, explain: _____

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List the rules for your children:

If married, do you and your spouse agree on discipline for your children? _____ Explain: _____

How do your children feel about having foster children in their home? _____

How do your relatives and/or in-laws feel about your becoming a foster parent? _____

7. Education

Your highest level of education completed (Circle all that applies):

High School Diploma GED College Degree Major: _____

Spouses highest education level (Circle all that apply):

High School Diploma GED College Degree Major: _____

8. Employment History

| <u>Company Name</u> | <u>Dates of Employment</u> |
|---|----------------------------|
| Present employer: _____ | |
| Previous employer: _____ | |
| Current working hours _____ | # of hours per week _____ |
| Will you continue these hours if fostering? _____ | |
| If unemployed, why _____ | |

Spouses Employment History

| <u>Company Name</u> | <u>Dates of Employment</u> |
|---|----------------------------|
| Present employer: _____ | |
| Previous employer: _____ | |
| Current working hours _____ | # of hours per week _____ |
| Will you continue these hours if fostering? _____ | |
| If unemployed, why _____ | |

9. Monthly income

| | | | |
|--|----------|---|--|
| Your gross monthly salary | = | + | |
| + Spouse's gross monthly salary | = | + | |
| + Other income: _____ | = | + | |
| - Less debts (housing, loans, child support, car, other monthly bills, etc.): | = | - | |
| TOTAL | = | | |

10. Physical and Mental Health

Do you or another family member have difficulty with a disability or an illness?

If yes, explain: _____

Are there any health problems you or another family member has that pose a risk to placing foster children in your home? _____ if yes, explain: _____

Have you experienced any of the following events in the last 12 months: Put an X by all that apply
 __Pregnancy __Birth of a child __Adoption __Injury __Death of a loved one __Major accident
 __Unemployment __Suicide of a loved one __Major surgery __Significant illness __None of above

If yes, to any of the above, please explain:

Have you experienced any of the following events in the last 24 months: Put an X by all that apply?
 __Marriage __Marital/Common Law Separation __Divorce

Have you or anyone in you home ever been physically, sexually, or psychologically abused?
 If yes, explain: _____

Have you or anyone in your home ever been investigated by an agency or police for neglect, physical, or sexual abuse? _____ If yes, explain: _____

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Having a criminal record does not automatically exclude you as a foster parent; however, we will need details to help make a decision. If you have ever been arrested it will probably be reported.

Do you or anyone in your family have a criminal record? _____ If yes, who and what were the circumstances? _____

Have you ever written a bad check? _____ If yes, explain: _____

Has anyone in your home ever suffered from alcoholism, depression, anxiety, or any other mental health condition? _____ if yes, explain: _____

Does anyone in your home take prescribed medication for a mental illness? _____ if yes, please explain: _____
Name of medication: _____

11. Religion

Do you and your family attend church regularly? _____
If yes, what church do you attend? _____
Denomination: _____

Do you feel that spirituality helps one's effectiveness in fostering children? _____

Do you feel that spirituality can solve children's behavioral and emotional problems? _____
If yes, explain? _____

12. Other

Do you own or rent where you live? _____ Type of unit: (Circle) House / Apartment / Mobile Home

Do you have a car and a valid driver's license in the state of Texas? _____ If no, what is your reliable means of transportation? _____

Do you have auto insurance that covers injury? _____

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Are you willing to transport foster children to court hearings, medical appointments, visitations, and therapy when needed? _____

Would you be willing to pay for day care and/or after school care if needed? _____

Do you have pets? _____ if yes, please list: _____
_____ Are they vaccinated? _____

Describe where a foster child would sleep: _____

Would he/she be sharing a room with someone? _____

13. Firearms

Do you have any firearms stored in your home? _____ **If yes, please list:** _____

If yes, where are your firearms stored? _____

Is it locked? _____

If yes, where is ammunition stored? _____

Is it locked? _____

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HOME FLOOR PLAN

IMPORTANT: Please draw your home floor plan with dimensions (in square feet) of each room. Please mark presents sleeping arrangements and where foster child will sleep.

Note: We do not expect great artistic ability; just make it as neat as possible.

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OUTSIDE AREA

IMPORTANT: Please draw or provide a photo of the outside area of your home showing buildings, driveways, fences, storage areas, gardens, recreation areas, pools, ponds, or other bodies of water.

Note: We do not expect great artistic ability; just make it as neat as possible.

**Homebound Child-Placing Agency FOSTER CARE
RELEASE FORM**

I acknowledge that to be eligible to become a foster parent I must complete the following steps. In addition, I understand that completing the steps does not guarantee my licensure.

1. Complete foster parent orientation training.
2. Complete necessary certification training: CPR/First Aid, S.A.M.A, and Medications.
3. Panel interview.
4. Home study.
5. Criminal History/CAPS Check/FBI Background Check.
6. Physical Exam/TB test.
7. Therapeutic foster parent internship.
8. Release of information from previous foster care agencies.

Signature of applicant Date _____

Signature of applicant Date _____

**RELEASE OF INFORMATION
FOR INDIVIDUALS HAVING PRIOR FOSTER CARE EXPERIENCE**

I, _____ release any and all information from:
(Agency name) _____

Address: _____

City: _____ State: _____ Zip: _____

To Homebound Child-Placing Agency for evaluation purposes and assessment for foster parent licensing. I also agree that Homebound Children and Family Services did not actively recruit me to become a foster parent. This consent is subject to written revocation by the applicant at any time. Without revocation this consent will expire two years from the date signed.

Signature of applicant Date _____

Signature of applicant Date _____

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For Self:

DISCLOSURE STATEMENT

Requirement for criminal conviction check for Foster Parents for licensed childcare facility

Texas state law requires Homebound Child-Placing Agency to conduct a criminal conviction check for any person seeking licensing in its agency. As an applicant for license, you are hereby informed of the requirement for this criminal check. Should you receive an offer of license, you will be required to cooperate fully with the criminal conviction check procedure. Any offer to license extended by Homebound shall be conditional pending results of the check. If the criminal conviction check reveals a conviction for any of the offenses stipulated in the Human Resources Code Chapter 22, Section I as amended by 22.006, Homebound will neither license nor continue conditional licensing for any person pursuant to provisions of this law.

I have read the statement above in its entirety and agree that, should I be offered employment by Homebound, I will cooperate with the procedure fore conducting a criminal conviction check. I affirm that all of the information given by me, which may be used in complying with the criminal conviction check procedure, is true and correct.

_____ Date _____
Signature of applicant

For Spouse:

DISCLOSURE STATEMENT

Requirement for criminal conviction check for Foster Parents for licensed childcare facility

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I have read the statement above in its entirety and agree that, should I be offered licensing by Homebound, I will cooperate with the procedure for conducting a criminal conviction check. I affirm that all of the information given by me, which may be used in complying with the criminal conviction check procedure, is true and correct.

_____ Date _____
Signature of applicant

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For Self:

AUTHORIZATION TO RELEASE INFORMATION

Please be advised that I have applied for a contract position with Homebound Child-Placing Agency. I have been requested to provide information for their use in reviewing my background and qualifications for employment. Therefore, I authorize the investigation of my past and present health, character, education, military and employment qualifications. I further authorize Homebound Child-Placing Agency to verify my liability insurance.

The release in any manner of all information by you is hereby authorized whether such information is of record or not, and I do hereby release all persons, agencies or firms from any liabilities resulting from providing such information.

I also authorize Homebound Child-Placing Agency to obtain information relating to my personal background through letters, e-mail or telephone calls to individuals that I have listed as personal references. I understand that this information will be used in part, to determine my eligibility for an employee/volunteer/intern position with this organization.

This authorization is valid for 60 days from the date of my signature below. Please keep this copy of my release request for your files.

_____ Date _____
Signature of applicant

For Spouse:

AUTHORIZATION TO RELEASE INFORMATION

Please be advised that I have applied for a contract position with Homebound Child-Placing Agency. I have been requested to provide information for their use in reviewing my background and qualifications for employment. Therefore, I authorize the investigation of my past and present health, character, education, military and employment qualifications. I further authorize Homebound Child-Placing Agency to verify my liability insurance.

The release in any manner of all information by you is hereby authorized whether such information is of record or not, and I do hereby release all persons, agencies or firms from any liabilities resulting from providing such information.

I also authorize Homebound Child-Placing Agency to obtain information relating to my personal background through letters, e-mail or telephone calls to individuals that I have listed as personal references. I understand that this information will be used in part, to determine my eligibility for an employee/volunteer/intern position with this organization.

This authorization is valid for 60 days from the date of my signature below. Please keep this copy of my release request for your files.

_____ Date _____
Signature of applicant

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To schedule an appointment, visit www.identix.com/iis or call 1-888-467-2080

Authorized Agency Information (To be completed by Requesting Agency)

Agency ORI TX922080Z Agency Name Texas Department of Family and Protective Services – RCCL

Reason for fingerprinting: Prospective Foster/Adoptive Applicant or Adults in The Home.

Agency Assigned Applicant Number _____
(if required by Agency)

Original TCN _____
(if resubmission for rejected prints)

Applicant Information (To be completed by Applicant)

Applicant Last Name _____ First Name _____ Middle Name _____
(please print)

Sex Male Female Race _____ Ethnicity _____ Skin Tone _____
(W, B, A, I, O) (Hispanic or Non-Hispanic)

Date of Birth _____ Height _____ Weight _____ Hair Color _____ Eye Color _____
(feet and inches)

Place of Birth _____ Citizenship _____ Social Security No. _____
(state or country) (country)

DL / ID No. _____ State Issuing DL / ID No. _____

Home Address _____
Street Address City State Zip

Service Center Information (To be completed by Live Scan Operator)

Date Prints Taken _____ Amount Charged For Service _____

Paid by: Check Money Order Visa MasterCard Billing Acct _____
 At time of scheduling At time of appointment

TCN _____

I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON.

Name of LSO _____
(please print)

Signature of LSO _____

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INSTRUCTIONS FOR USING THE IDENTIX FAST PASS FINGERPRINT SYSTEM

The goal of the FAST PASS fingerprints is to provide the applicant a fast, simple, convenient, and professional fingerprinting experience. The sooner the background check process is completed, the sooner your home can be verified.

Here's how to get started:

1. Complete the middle portion of the form. Then schedule an appointment by either going online to the Identix website at www.identix.com/iis, click on the "[Schedule a Fingerprinting Appointment On-line](#)" button on the left **or** by calling Identix at toll-free at 1-888-467-2080 (8am-5pm CST).
2. Have this form with you, it has information such as our agency's ORI number and the reason you're being fingerprinted.
3. When scheduling online, you must select the following:
 - First select, **Texas**,
 - Then the language that you would like to register in (either **English or Spanish**),
 - Then choose **All Others** for the type of agency under the application ID;
 - Then select **Option A – Electronic Submission** for the type of fingerprints needed.
 - Then select **yes, I have a Fast Fingerprint Pass**
 - **Then enter the following Agency ORI number, TX922080Z** (This is a very important step!!! If you do not enter the correct ORI number, DFPS will not receive the results of the fingerprint check and you will have to conduct another check and pay an additional \$48.95 fee).
 - Then select **yes** for the state and federal background check
 - Then enter **your zip code** and the **region of the state** that you would like to have your prints taken, **click next step**.
 - Then click on the available **date** on the calendar and the preferred **time**.
 - On the next page enter in all of your required information and **click send information**. After you have registered on-line you will receive a confirmation email of your scheduled appointment.
4. If you choose to schedule via phone, request an "**Electronic Fingerprint Submission**" and the operator will obtain the above information from you.
5. Arrive at the facility at your appointed time.
6. Bring the following with you to your fingerprinting appointment:
 - **This completed FAST PASS Form;**
 - **Your driver's license or other valid form of identification;** and
 - **The form of payment you selected when you made your appointment. \$48.95** (\$39.00 for the DPS/NCIC fingerprints and the \$9.95 for the processing fee). Identix will except personal checks, money orders or credit cards.
7. The technician will run your fingerprints, take your photograph and give you a signed receipt.
8. Your fingerprints will then be sent electronically to DPS, DPS will send the print to NCIC (FBI) electronically the same day.
9. You must submit the signed receipt to your child placing agency or independent foster home provider as proof of fingerprinting.

The results will be sent directly to Licensing from the Texas Department of Public Safety. Licensing will notify your child placing agency or independent foster home provider of the results.

Foster – Foster/Adoptive Home Check-List

All of the following must be in our file in our office before you can receive children into your home.

Application

Date Completed: _____

- ____ Foster Parent Application
- ____ References:
 - ____ Grown child contacts
 - ____ Copy of Driver's License/ S.S. card
 - ____ Foster Mother
 - ____ Foster Father
 - ____ Marriage Certificate/ Divorce Decree
 - ____ Copy of H.S. Diploma/GED
 - ____ Foster Mother
 - ____ Foster Father
 - ____ Family Budget
 - ____ T.B. Tests on All Family Members
 - ____ Verification of Health Insurance
 - ____ Verification of Life Insurance
 - ____ Verification of Home Owners Insurance
 - ____ *Letter to mayor and School District*

Agreements

- ____ Confidentiality Agreement
- ____ Handbook/Signature Page
- ____ Written Agreement/Policies

Training

- ____ 40 Hours in Shelter Training
- ____ Orientation- Texas Health Steps
- ____ Behavior Intervention Training
- ____ Medication Training
- ____ Initial CPR & First Aid Certification
- ____ *Medical Consent Training*

Home Study

____ HOME STUDY
Date Completed: _____

AMENDMENTS TO HOME STUDY

| Date: | Capacity: |
|-------|-------------|
| _____ | from__ to__ |
| _____ | from__ to__ |
| _____ | from__ to__ |
| _____ | from__ to__ |

License

- ____ Foster Home License
- ____ Foster Home Verification
 - Date: _____ Capacity: _____
 - _____ from__ to__
 - _____ from__ to__
 - _____ from__ to__
 - _____ from__ to__
- ____ Floor Plan
- ____ Pictures of Outside Areas

Standard By Standard

- ____ Initial Standard by Standard

Inspections

- ____ Fire Inspection
- ____ Health Inspection
- ____ Water Test (Well water only)
- ____ Gas Line Test (outside City limits)
- ____ Veterinarian Records